

**City Council
Members**
David Lusby
Kelly McEuen
Brad Penn
Larry Prather



**City Council
Members**
Mark Singer
Bonnie Skinner
Connie Tackett
Marvin Thompson

EVERETTE VARNEY, MAYOR

**REQUEST FOR PROPOSAL
GOVERNMENTAL FINANCIAL ACCOUNTING SOFTWARE
PROPOSAL OPENING: JUNE 10, 2013 at 2:00 PM LOCAL TIME**

SCOPE:

The City of Georgetown is seeking Proposals for Governmental Financial Accounting Software, with options for additional modules for Property Tax Billing and Collections, Central Cashiering Management, Miscellaneous Accounts Receivable, Licenses/Fees/Permits, and Grant Management. The accounting software should allow for fund-based governmental accounting. Requirements are outlined in the Specifications section of this Request for Proposal. Selected proposers should be available to do an in-person demonstration of their software at City Hall, 100 North Court Street, Georgetown, KY, 40324, the week of June 10, 2013, to be considered for final selection.

GENERAL COMPLIANCE:

Please read these instructions carefully.

"NO Response:" Proposers unable or unwilling to submit a response should immediately return a letter stating they will not be submitting a response with the RFP number marked clearly on the outside of the envelope. Any proposer not submitting a proposal is encouraged to indicate the reason(s) for not participating.

At the time of submission, each proposer will be presumed to have inspected the site(s), if necessary, and to have read the scope and to be familiar with the project. The failure or omission of any proposer to examine any form, instrument, or document shall in no way relieve any proposer from any obligation in respect to this proposal.

Additional Information: While not necessary, the Proposer may include any product brochures, software documentation, sample reports, or other documentation that may assist the City of Georgetown in better understanding and evaluating the Proposer's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal.



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All proposals and submitted information becomes the property of the City of Georgetown and will not be returned to the proposer.

The Proposer must submit one (1) master signed hardcopy, and four (4) duplicates which will become the property of the City of Georgetown. These must be sealed in a container with the proposal number, project name, proposer or proposing team name and opening date clearly marked on the outside of the container. The cover of the original proposal should be marked "Original" and the covers of copies should be marked "Copy." The proposal shall be addressed and delivered to City Clerk, 100 North Court Street, Georgetown, KY 40324 prior to proposal opening scheduled for June 10, 2013, 2:00 PM prevailing local time. Selected proposers should be available to provide in-person demonstrations of their software the week of June 10, 2013, to be considered for final selection.

ANY PROPOSALS NOT RECEIVED PRIOR TO SCHEDULED OPENING TIME WILL BE REJECTED AND RETURNED UNOPENED.

FAILURE TO SUBMIT REQUIRED DOCUMENTATION: Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.

PROPOSAL RESERVATIONS: City of Georgetown reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. City of Georgetown may consider any alternative proposal that meets its basic needs.

LIABILITY: City of Georgetown is not responsible for any cost incurred by a Proposer in the preparation of proposals.

METHOD OF PROCUREMENT: Shall be in conformance with Purchasing Policies as adopted by the City Council for the City of Georgetown, Kentucky. A copy of the City's Purchasing Policy is available on the City's website at www.georgetownky.gov (Finance Department).

KENTUCKY OPEN RECORDS LAW: At the time a proposal is submitted to the City, Proposer shall identify any information that is submitted as part of the proposal that is proprietary or confidential in nature and not subject to release for public inspection, in the proposer's opinion. The City of Georgetown will protect any proprietary or confidential information to the extent allowable under the Kentucky Open Records Act.

COMPLIANCE WITH LAWS AND REGULATIONS: Each Proposer shall comply with all Federal, State & Local regulations concerning this type of service.

METHOD OF AWARD: The award will be based upon the weighted evaluation criteria established in the request.

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Professional Services Selection- Cost Included

Proposals for services other than those listed above shall provide a clearly defined scope and all weighted evaluation criteria including cost shall be provided in the request. In addition, negotiation of the final price may occur but this shall be stated in the request.

The City of Georgetown reserves the right to reject any and all proposals or to waive any irregularities in said proposals. The right is also reserved to award proposals based on the best interest and/or most advantageous to the City of Georgetown.

Proposals shall remain firm and open to acceptance by the City of Georgetown for a minimum period of sixty (60) days after the proposal opening. If the time period has expired the City of Georgetown could request a letter from submitters asking to extend the time period.

PAYMENT: Payment expectations shall be included in the proposal submitted. The City of Georgetown reserves the right to select the most beneficial terms.

DEFAULT; TERMINATION OF CONTRACT: In the event that any of the provisions of this Contract are violated by the proposer such breach shall constitute a default. In the event of a default, the Owner may serve written notice upon the Vendor of its intention to terminate the Contract, such notice to contain the reasons for such intention to terminate the Contract, and unless within ten (10) days after the serving of such notice upon the Vendor, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate.

SAFETY: Vendor must perform work in a safe and timely fashion, maintain a clean and safe work environment, follow safety requirements established by OSHA and the City of Georgetown, and may be required to provide safety equipment. If, in the opinion of the City, safety precautions are not in existence, work will cease immediately until corrective action is taken. Work will begin again only when vendor demonstrates to the satisfaction of the City that conditions are without risk.

INSURANCE REQUIREMENTS: The successful Proposer covenants and agrees to maintain and keep in force during the term of the contract insurance in the following minimum amounts:

<u>Type of Insurance</u>	<u>Limits</u>
Worker's Compensation	Statutory
Commercial General Liability	\$1,000,000/\$1,000,000 CSL
Professional Liability	\$1,000,000
Commercial Automobile Liability	\$1,000,000

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On all liability policies of insurance contractor shall have the City named as an additional insured and shall further require that their liability carrier(s) notify the City at least thirty (30) days prior to the effective date of any change(s) in or cancellations of said insurance policies. A current copy of Proposer's insurance certificate providing proof of insurance as stated above must be on file in the Purchasing Department prior to the award. Submission of an evidence of insurability from your provider or an insurance certificate copy may be included with the submittal.

HOLD HARMLESS AGREEMENT: The Proposer covenants to save, defend, keep harmless, and indemnify the City of Georgetown and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fine, penalties, and costs including court costs and attorney's fees, charges, liability, and exposure however caused resulting from, arising out of, or in any way connected with the proposer's negligent performance or non-performance of the terms of the contract.

CONTRACTOR STATUS: Proposer understands and agrees that its employees, agents, or subproposers are not employees of City of Georgetown for any purpose whatsoever.

PROPOSERS QUALIFICATIONS: Proposer must demonstrate to the satisfaction of the City of Georgetown that he has adequate equipment, personnel, experience and understanding of the specifications to perform service under the contract.

No contract will be awarded to any proposer who, in the opinion of the City, is not qualified to perform satisfactorily due to a previously unfavorable performance, reputation or lack of experience, capital, organization, equipment, and/or personnel to conduct and complete the services in accordance with the terms and conditions of the contract.

Successful proposer must comply with the City of Georgetown ordinances relating to Occupational License Fees, Business Licenses, payroll and net profits and any other ordinances which may apply to any particular proposal package.

BIDDER PREFERENCE: Pursuant to KRS 45A.494, which is incorporated herein by reference: "a resident Bidder of the Commonwealth shall be given a preference against a nonresident Bidder registered in any state that gives or requires a preference to Bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident Bidder. "

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EQUAL OPPORTUNITY STATUTES: The City of Georgetown is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, physical or mental disability, or any other characteristic protected by law. The City is also committed to employing only United States citizens and aliens who are authorized to work in the United States. The City complies with the Immigration Reform and Control Act of 1986. Therefore, the successful proposer must demonstrate to the satisfaction of the City that he also conforms to all Federal, state, and local equal opportunity statutes. Further, the contractor will reimburse the City of Georgetown for any damages incurred due to any violation of the above mentioned statutes by the contractor while under contract to the City.

AMBIGUITY, CONFLICT OR OTHER ERRORS IN RFP: If a Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify the City of Georgetown of such error in writing and request modification or clarification of the document if allowable by the City of Georgetown.

ADDENDA AND INTERPRETATIONS: **No interpretation of the meaning of the plans, specifications or other pre-proposal documents will be made to any proposer orally.**

Every request for such interpretation should be in writing addressed to the City Clerk, 502-863-9804 or Fax 502-863-9962, (tracie.hoffman@georgetownky.gov), Georgetown, KY 40324, and to be given consideration must be received at least three (3) days prior to the date fixed for the opening of proposals. Any and all such interpretations and any **supplemental instructions will be in the form of written addendum to the specifications which, if issued, will be emailed to prospective vendors and posted to the City's website: www.georgetownky.gov**. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under his/her proposal as submitted. All addendums so issued shall become part of the contract documents.

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SPECIFICATIONS

GENERAL REQUIREMENTS:

The City is seeking a vendor(s) to provide the items listed below.

Governmental Financial Accounting Software Package

The core software applications anticipated to meet the requirements of this RFP are:

- General Ledger
- Budgeting and Budget Forecasting
- Accounts Payable
- Purchasing
- Requisitions
- Fixed Assets
- Central Cashiering Management (Alternate)
- Miscellaneous Accounts Receivable (Alternate)
- Property Tax Billing and Collections (Alternate)
- Licenses and Permits (Alternate)
- Project/Grant Management (Alternate)
- Bids and Quotes (Optional)
- Building Permits (Optional)
- Parking Tickets (Optional)
- Code Enforcement and Contact Management (Optional)
- Work Orders (Optional)
- Maintenance Scheduling (Optional)
- Inventory (Optional)
- Contract Administration (Optional)

The primary criteria for vendor evaluation and consideration are:

- Overall Product Quality
- Suitability of Product to City of Georgetown Requirements
- Cost
- Customer Service and Support (References, Retention, Measured Service Rates)

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Additionally, the municipality seeks the following technical foundation, with separate pricing for server-based and web-based platforms:

- Browser or Windows based Client with multi-tasking capability
- Internet/Intranet /WAN Deployment
- Relational Database
- Integration to leverage desktop productivity tools such as Microsoft Office Suite
- Widely accepted development environment (i.e. VisualStudio.Net, J2EE, or WebSphere)

The City of Georgetown would like for selected finalists to be available for in-person demonstrations of their software applications the week of June 10, 2013. Proposals will be reviewed by a committee the morning of June 11th and selected finalists will be notified immediately to schedule a demonstration. After all in-person demonstrations are completed, the committee will immediately evaluate the software based on the criteria above and recommend selection of a software application to City Council, with expected approval by Council on June 24, 2013.

PROPOSAL FORM

The proposal must be prepared in the following format:

Section	Title
	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary
2.0	Vendor Background and Qualifications
3.0	Customer References
4.0	Response to Software Requirements
5.0	Software Descriptions
6.0	Technology
7.0	Implementation and Support
8.0	Cost Information
9.0	License Agreement

Section 1.0 – Executive Summary

This part of the response to the RFP should be limited to a brief narrative highlighting the bidder's proposal. The summary should contain as little technical jargon as possible, should be oriented toward non-technical personnel, and be no more than 5 pages.

The complete name of the firm or person(s) submitting the proposal, the main office address, and the primary and secondary contact person(s) and their respective telephone numbers and email addresses should be included in this section.

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Section 2.0 – Vendor Background and Qualifications

Provide narrative responses to the following questions, including any necessary documentation, for each item listed below.

1. Specify the number of years the Vendor has been in the public sector software business. Provide public sector vs. private sector for number of clients.
2. Provide information on product implementations in the state of Kentucky with references.
3. Provide a brief statement of the company's background demonstrating longevity and financial stability.
4. Describe the seniority, tenure and background of the senior management team.
5. Describe your customer support procedures and the typical interaction that can be expected on a customer support call.
6. What metrics do you use to evaluate the quality of customer service and response time on support calls?
7. Describe the company's commitment to research & development for the specific public safety application being proposed; include development staff size and percentage of annual revenue invested in application development of solution proposed.

Section 3.0 – Customer References

Please provide at least ten (10) customer references that are representative of the requested system. Kentucky references preferred.

Section 4.0 – Response to Software Requirements

1. Describe how the proposed software meets the Functional Requirements provided in General Requirements and what, if any, alternate or optional requirements are met.
2. Describe how your reporting system works and what tools are included for creating custom reports.
3. Describe the administration of application security. Include how it is configured, how groups or roles are used, and what actions can or cannot be taken for various settings, etc.
4. Describe how your solution creates an "audit trail" when data is changed. Include the types of data for which a trail is created, and what is recorded (user id, date, etc.) when the data is changed.

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Section 5.0 – Software Descriptions

Provide narrative descriptions of the proposed software applications.

Section 6.0 – Technology

1. Describe your database platform and requirements?
2. What development platform is used throughout your application including the application and presentation layers?
3. What reporting services are available for use with your applications?
4. Do you index your database tables?
5. Do you have standardized XML import/exports?
6. Do you have standardized PDF reports?
7. Do you integrate with Microsoft Office? If not, how do you import/export to Office products?
8. Do you integration with Microsoft Exchange Server?
 - a. Outlook Calendar integration
 - b. Outlook Contacts & Global Address Book integration
9. What client PC platforms do you support?
10. What server platforms do you support?
11. Describe all available client platform requirements including desktop applications, thin clients, and browser clients (and supported web browsers).
12. What are your minimum recommended hardware requirements (clients and servers)?
13. Is hardware provided with your solution? If not, provide recommended hardware specifications to support your platform for 5 – 7 years.

Section 7.0 – Implementation and Support

Answer the following questions and provide the necessary documentation for each item listed below.

1. Describe the approach and resources needed to implement the proposed software. Attach a proposed implementation schedule with key activities and estimated milestones.

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2. Describe your overall user training approach.
3. Describe your company's service & support philosophy, how it is carried out and how success is measured.
4. The vendor must provide ongoing services and support, such as a toll free customer service number, annual training classes, online customer service and support web site.
5. Provide a thorough description of help desk services including phone support, remote support, and ongoing maintenance.
6. How do you service and troubleshoot problems for your current clients?
7. Provide resumes of proposed project team demonstrating recent project management engagements
8. The vendor must provide software updates and enhancements on a regular basis. The vendor must communicate provisions and identify associated costs. Describe how current clients are notified of these updates and how the software update process is carried out.
9. Describe the number of certified professionals on staff.
(Microsoft, Oracle, etc.)

Section 8.0 – Cost Information

Please review the specific software applications described in General Requirements. The following costs associated with these applications must be included in your response:

- Application software license fees
- Price Alternates (as indicated under General Requirements) individually if not included in the base software package. Optional items are not required, but please indicate if they are included in the base software package.
- Modification costs if denoted to satisfy City of Georgetown requirements
- Implementation, Training and Support Services Costs
- Annual Software Maintenance costs for 5 years
- Other anticipated costs (i.e., travel, data file conversions, etc.)

Section 9.0 – License Agreement

Provide a sample of the proposed License Agreement.

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AFFIDAVIT

Comes the Affiant, _____, and after being first duly sworn under penalty of perjury as follows:

1. His/her name is _____ and he/she is the individual or the authorized representative of _____ (hereinafter referred to as "Proposer"), and is authorized to submit the proposal response form, equal opportunity agreement and Vendor's Statement Pursuant to KRS 45A.343 attached hereto and incorporated herein by reference.
2. Proposer will pay all taxes and fees, which are owed to the City of Georgetown at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Proposer will obtain a City of Georgetown business license, if applicable, prior to award of the contract.
4. Proposer has authorized the City of Georgetown to verify the above-mentioned information with the Division of Revenue and to disclose that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Proposer has not knowingly violated any provision of Chapter 2 of the City of Georgetown Code of Ordinances, known as "Ethics Act."
7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

STATE OF _____
COUNTY OF _____

The foregoing instrument was subscribed, sworn to and acknowledged before me by _____ on this the _____ day of _____, 2013.

My Commission expires: _____

NOTARY PUBLIC, STATE AT LARGE

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PROPOSER RESPONSE FORM

NAME OF SUBMITTING FIRM
AUTHORIZED TO CONTRACT:

ADDRESS:

NAME (TYPE OR PRINT):

ADD DESCRIPTION OF REQUIRED ATTACHMENTS

ADDITIONAL INFORMATION	SEPARATE ATTACHMENTS
	YES _____ NO _____
Proof of Insurance	YES _____ NO _____
	YES _____ NO _____

*Authorized Signature:

Date: _____ Telephone: _____

*Signature certifies the proposed solution and services meet all requirements outlined in this proposal and the vendor will comply with all specified requirements unless exceptions are noted below.

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EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by vendor and sub-vendor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:
The Vendor will not discriminate against any employee or applicant for employment because of physical or mental handicap.
- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by vendors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:
The Secretary of Labor may investigate the employment practices of any Government vendor or sub-vendor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The City of Georgetown practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the vendors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Proposers

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.

Signature

Name of Business

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VENDOR'S STATEMENT PURSUANT TO KRS 45A.343

45A.343 Local Public Agency may adopt provisions of KRS 45A.345 to 45A.460—

Effect of adoption – Contracts are required to mandate revealing of violations of and compliance with specified KRS chapters – Effect of nondisclosure or noncompliance. (KRS 136 – Corporate taxes; KRS 139 – Sales & use taxes; KRS 141 – Income taxes; KRS 337 – Wage and hour; KRS 338 – Occupational safety; KRS 341 – Unemployment; KRS 342 – Workers Comp.)

The undersigned, as a duly authorized officer of _____ pursuant to KRS 45A.343 states;

1. To the best of my knowledge, information and belief, _____ has not been finally determined to have violated any of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341, or 342 that apply to it within the five year period preceding this statement.

2. _____ acknowledges that it will be required to be in compliance with those provisions of KRS Chapters 136, 139, 141, 337, 338, 341, and 342 that apply to it for the duration of the Contract to be entered into with the City of Georgetown, Kentucky.

3. _____ acknowledges that if it fails to reveal any final determination of violation of KRS Chapters 136, 139, 141, 337, 338, 341, or 342, or to comply with the applicable provisions of those statutes for the duration of the aforesaid Contract, such shall be grounds for The City of Georgetown, Kentucky to:

- a) Cancel its contract with _____, and
- b) Disqualify _____ from eligibility for future contracts awarded by The City of Georgetown for a period of two years.

This the _____ day of _____, 2013.

(Company Name)

By: _____

Title: _____